GOVERNMENT OF MAURITIUS

SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS

Department: Ombudsman’s Office

Post: Senior Investigations Officer, Ombudsman’s Office

Salary: Rs 27,200 x 800 – 28,000 x 1,000 – 30,000 x 1,250 - 45,000 (02 56 71)

Effective Date: 11 May 2009

Qualifications:

A. By selection from among serving officers drawing a basic salary of not less
   than Rs 26,400 a month in their substantive post and possessing a Degree in
   Administration or Management or Law or Law and Management from a
   recognised institution or an equivalent qualification acceptable to the Public
   Service Commission.

B. Candidates should also have:

   (i) a good knowledge of Government administrative process;
   (ii) marked ability for office organisation and management;
   (iii) good analytical, interpersonal and communication skills; and
   (iv) computer skills.

Candidates should produce written evidence of knowledge claimed.

Duties:

1. To assume administrative and financial responsibilities under the instructions
   of the Ombudsman.

2. To be responsible for the day-to-day administration of the Office.

3. To ensure proper control of expenditure.

4. To deal with general correspondence.

5. To perform investigation duties.

6. To arrange for the classification and custody of office files and case records.

7. To prepare notes of evidence in connection with cases under investigation.

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[Signature]

for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms

Date: 11 MAY 2009
8. To counsel and supply authorised information to complainants regarding their grievances and answer queries from members of the public.

9. To collect information, data and material as may be required in relation to complaints.

10. To train and supervise subordinate staff and to maintain general discipline.

11. To receive members of the public calling on the Ombudsman.

12. To assist the Ombudsman by preparing draft letters for Ministries/Departments and members of the public.

13. To carry out legal researches as and when requested by the Ombudsman.

14. To carry out site visits as and when requested by the Ombudsman.

15. To perform all IT related duties.

16. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Investigations Officer, Ombudsman’s Office in the roles ascribed to him.